

## USING WEBSTER WITH A PROJECTOR

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With a projector connected to your computer when using a Walk-and-Talk, TS, or LT whiteboard, a variety of powerful options becomes available. When you project your computer's desktop onto the board, the board acts as though it were a large touch-sensitive computer monitor. PolyVision IRP and IPD models always display your computer screen, so these models always provide these powerful options in projection mode.

You can use the stylus (or your finger on Walk-and-Talk or TS models) as a mouse to control your computer and all the software on it, thus freeing you to focus entirely on the whiteboard.

From the whiteboard, you can control interactive presentations using software such as PowerPoint. Webster enables you to write over the image displayed on the board and capture the resulting image as a snapshot. You can:

- Use Webster as a touch screen to control your computer
- Run slide presentations entirely from the front of the room
- Capture and mark up any image from your computer

### GETTING STARTED IN PROJECTION MODE

Before using projection mode, install Webster software on your computer and connect the computer to the whiteboard. Refer to “Installing Webster Software” on page 4 if these steps are not yet completed.

To enter projection mode:

- 1 Connect your computer to the projector and turn on the projector, the whiteboard, and the computer.
- 2 If you are using the Walk-and-Talk, TS, or LT models, move the projector so that the image of the computer desktop projects squarely onto your whiteboard's white area, without covering the icon strip or whiteboard frame. The projected image need not fill the white area completely.
- 3 Launch the Webster software.
- 4 Press the Projection button on the remote control (Walk-and-Talk); tap the Projection icon in the whiteboard icon strip (TS and LT models);

click the projection button in the command toolbar; or choose “Projection” from the Edit menu.

The following alignment window is projected from the software onto the board:



**NOTE:**

*If the alignment window does not appear, it might be because another user selected an option in Webster to use the previous alignment when starting up. To change that option and view the alignment window, choose “Options” (or “Preferences”) from the Edit menu. On the Projection tab, uncheck “Remember alignment points.” Repeat Step 4.*

- 5 On the board, touch each corner of the projected image, following the instructions you see on the board. If you use the Walk-and-Talk or TS models, you can use your fingertip or the stylus provided to tap the board. If you use the LT, IRP, or IPD models, use the reflective stylus provided.

At the completion of this procedure, your whiteboard is in projection mode, the projection toolbar appears, and you are ready to use the whiteboard as a touch screen to control your computer. Refer to “The Projection Toolbar” on page 27 for information about using the projection toolbar. Refer to “Customizing Projection Mode Settings” on page 70 for additional projection mode options.

To exit projection mode:

- Press the Projection button on the remote control (Walk-and-Talk); tap the Projection icon in the whiteboard icon strip (TS and LT models); click the projection button in the command toolbar; or choose “Projection” from the Edit menu.

### Alignment, If You are Already in Projection Mode

Generally, you need to align the projection only when you enter projection mode. However, if you move the projector or whiteboard while you are in projection mode, you might need to re-align the board.

You know that you need to re-align the board if the computer’s cursor does not align with the point you touch on the board.

To re-align in projection mode:

- 1 On the computer, click the Align button in the projection toolbar.



- 2 Follow the instructions you see on the board.

#### NOTE:

*If you still have trouble with alignment after using this procedure, try using a higher level of alignment, as described below.*

### Choosing the Number of Alignment Points

The alignment between your projector and the board is important. Webster offers three levels of alignment: 4-point, 8-point, and 16-point alignment. The default is 4-point alignment.

You might need to align projection using more points if there is any mismatch between the position of the projected computer cursor and the stylus you use on the board. (Some video projectors, for instance, do not produce a linear display with keystone correction.)

To change the number of alignment points:

- 1 Choose “Options” or “Preferences” from the Edit menu.

- 2 Click the “Projection” tab.
- 3 Choose an alignment type from the drop-down list.

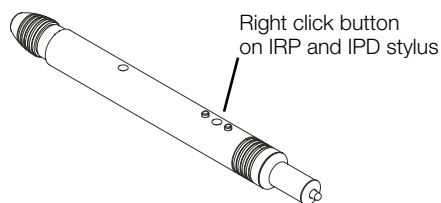
Proceed as usual to enter projection mode or re-align while in projection mode. Follow alignment instructions projected on the screen.

### USING WEBSTER IN PROJECTION MODE

In projection mode, to control the software projected on the board use the stylus (or your finger on Walk-and-Talk or TS models) as a mouse.

To use the stylus (or your finger on Walk-and-Talk or TS models):

- Tap the whiteboard once to click.
- Tap the whiteboard twice rapidly to double-click.
- In Windows, for a right click, tap the “Right Click” button on the projection toolbar, then tap the whiteboard. To right click on PolyVision IRP or IPD models, hold the bottom button on the stylus as you tap the board.

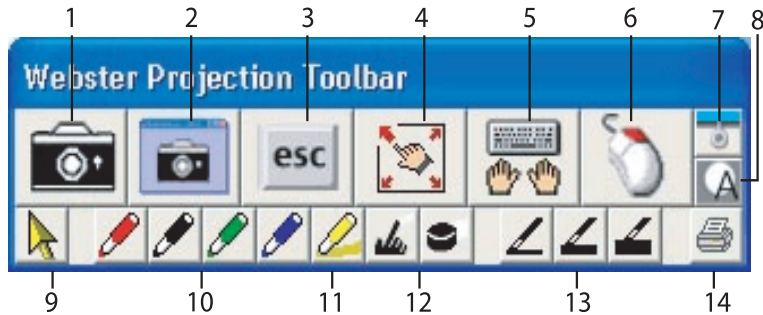


If you use a Walk-and-Talk board, always touch the board inside the projected computer screen when you use the stylus to control the board. You can also control your computer using the remote control:

- To click or double-click, press L or the click trigger once or twice, or tap once or twice on the remote control touch pad
- For a right click, press the R button
- To page up or down, press the Next or Previous button (for example, if PowerPoint is the active window, press Next to move to the next slide)

## The Projection Toolbar

When you enter projection mode, a new toolbar appears with a single row of tools. A second row of tools appears when Webster is not the active window. The projection toolbar provides the following tools:



- 1 Snapshot: Capture the board image as a snapshot in the Webster software. The projected computer screen and writing on the board are both included when Webster is not the active application.
- 2 Screen Snapshot: Capture only the projected computer screen as a snapshot.
- 3 Esc: Performs the equivalent to the “ESC” keystroke in the active application.
- 4 Re-align: Re-align the projected image.
- 5 Keyboard: Show and hide the on-screen keyboard.
- 6 Right Click (Windows only): For a right mouse click, tap this button, then tap the board.  
Show Webster (Macintosh only): Bring the Webster window to the front.
- 7 Reveal: Reveal the projected screen one line at a time by dragging the “window shade” down.
- 8 Spotlight: Spotlight a portion of the screen with a circle of light.
- 9 Selection Tool: Move the cursor instead of writing on the board. Click to stop projection mark-up and return to pointing the mouse.
- 10 Pen Color: Mark up the projected image.
- 11 Highlighter: Highlight important items.


- 12 Erasers: Erase the projection mark-ups.
- 13 Pen Width: Change pen width for mark-ups.
- 14 Print: Print the current board image, including the projected image, on the default printer connected to the computer.

## PROJECTION MARK-UPS

In projection mode, you can mark up the projected computer screen. For example, you can mark up PowerPoint slides on the whiteboard during your presentation:



To mark up a projected image (Walk-and-Talk models):

- 1 Press the Cursor/Pen button on the remote to toggle between using the stylus for computer operations and using it for mark-up. The cursor appearance toggles between an arrow for mouse operations and a pen for mark-up .
- 2 Write over the projected computer image using the stylus (or your finger).
- 3 Press the Print or Save button on the remote control to capture a snapshot of the board. Markups leave no ink on the board, but they are part of the snapshot when you save or print.

To mark up a projected image (all other models):

- 1 Using the stylus, tap a pen color button on the projection toolbar. (Refer to "The Projection Toolbar" on page 27.) This freezes the current

screen so your strokes produce writing instead of moving the mouse cursor.

- 2 Write on the projected computer screen with the stylus. Webster records your writing.
- 3 Tap the Snapshot button in the projection toolbar to capture the contents of the board.
- 4 When done, tap the Cursor Tool button in the projection toolbar to erase your mark-ups and resume using the cursor.

### Snapshots in Other Applications

In projection mode when Webster is not the active application, you can capture a snapshot that includes both the projected computer screen and the writing, or a snapshot that includes just the projected computer screen. Refer to “Working with Snapshots” on page 36.

To capture a snapshot of the projected computer screen, projection mark-ups, and writing on the board:

- Tap the Snapshot button in the projection toolbar, press the Save button on the remote control (Walk-and-Talk models), tap the Snapshot icon on the whiteboard (TS and LT models), or choose “Snapshot” in the Edit menu.

To capture a snapshot that includes only the projected computer screen and projection mark-ups:

- Tap the Screen Snapshot button in the projection toolbar. Refer to “The Projection Toolbar” on page 27.

#### NOTE:

*The projected image and writing are recorded in Webster, not in the original application file (e.g., PowerPoint).*

For more information on using PowerPoint with Webster, see “Using Projection with PowerPoint” on page 34.

### Snapshots When Webster is the Active Application

In projection mode when Webster is the active application, you can capture a snapshot of the current board or a snapshot of the projected computer screen.

To capture a snapshot including the writing on the current board (but not the projected Webster application screen):

- Tap the Snapshot button in the projection toolbar, press the Save button on the remote control (Walk-and-Talk models), tap the Snapshot icon on the whiteboard (TS and LT models), choose “Snapshot” in the Edit menu, or tap the Snapshot icon on the annotation toolbar.

To capture a snapshot of the projected computer screen:

- Tap the Screen Snapshot button in the projection toolbar. Refer to “The Projection Toolbar” on page 27.

## TOGGING BETWEEN WEBSTER AND OTHER APPLICATIONS

In projection mode, you can work with multiple software applications that are all projected on the board.

To bring the Webster application to the front:

- TS and LT models only: Tap the Show Webster icon on the whiteboard icon strip. Tap again to send Webster to the back.
- Windows only: Choose “Webster application” from the system task bar or choose “Go To Webster” from the System Tray Menu.
- Macintosh only: Tap the Show Webster button on the projection toolbar, or choose “Go To Webster” from the System Menu in the menu title bar.

## USING THE ON-SCREEN KEYBOARD

In projection mode, Webster provides an on-screen keyboard that enables you to enter text from the whiteboard.

To launch the on-screen keyboard, tap the Keyboard button on the projection toolbar or press the Keyboard button on the remote control (Walk-and-Talk models).





Use the on-screen keyboard for entering text and performing keyboard functions as follows:

- To enter text, move the cursor to a text entry location (e.g., in a word processor, web browser, or dialog box), then tap the keys of the on-screen keyboard.
- To use Shift, Ctrl, Alt, Caps, Command, or Option, tap the projected key (it changes color), then the key it modifies (e.g., Ctrl + s to save). The Caps key remains active until you tap it again.
- To perform keyboard actions, tap a key (e.g., F1 for Help).
- In Windows, to change the keyboard size, tap the “Small,” “Medium,” or “Large” button on the right of the keyboard.
- To move the keyboard, tap and drag the title bar or the keyboard background and release it in the desired location.
- To hide the keyboard, tap the Keyboard button on the projection toolbar or press the Keyboard button on the remote control (Walk-and-Talk models).

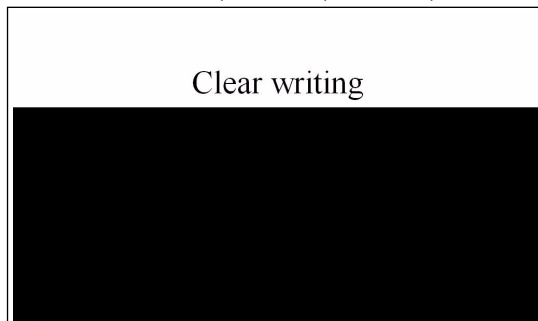
## USING THE SPOTLIGHT AND REVEAL TOOLS

In projection mode, Webster provides the spotlight and reveal tools that enable you to focus attention on a portion of the projected screen.

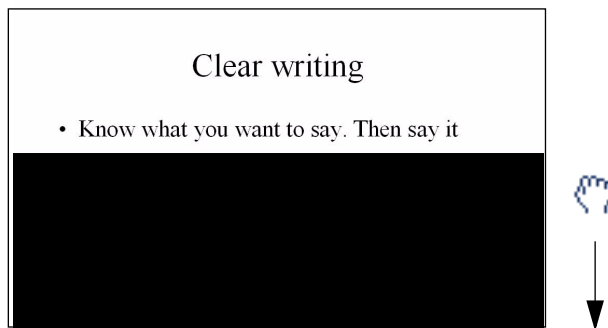


To reveal the projected screen one strip at a time:

- 1 Tap the Reveal button in the projection toolbar. The projected screen becomes black except one strip at the top, .



- 2 Drag the strip down to reveal more of the screen.



To reveal the entire projected screen and continue your presentation:

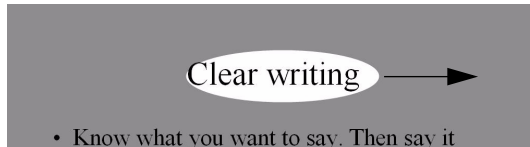
- Tap the Reveal button in the projection toolbar again.
- Press the esc key on your keyboard.
- Drag the strip down to the bottom of the screen.

To spotlight a portion of the projected screen:

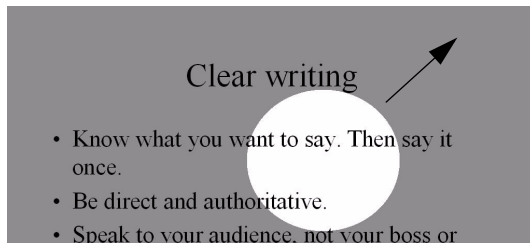
- 1 Tap the Spotlight button in the projection toolbar. The projected screen becomes grayed except one circle of light, .



- 2 Drag the spotlight around the screen to focus attention on that portion of the screen.
- 3 To re-shape the spotlight into an ellipse, drag the circle from any of the four cardinal points around the edge of the circle.



- 4 To enlarge or shrink the circle, drag it from any point around the edge except the four cardinal points.



To remove the spotlight:

- Tap the Spotlight button in the projection toolbar again.
- Press the esc key on your keyboard.

## USING PROJECTION WITH POWERPOINT

In projection mode, you can control a Microsoft PowerPoint presentation from the whiteboard, with no need for a mouse or keyboard to navigate the slides.

To use Webster in projection mode with PowerPoint:

- 1 Enter projection mode in Webster. (Refer to “Using Webster in Projection Mode” on page 26.)
- 2 Launch PowerPoint and begin the slide presentation.

To move forward and backward through PowerPoint slides:

- Walk-and-Talk models: Press the Next and Previous buttons on the remote control.
- TS and LT models: Tap the Forward and Back icons on the whiteboard icon strip.

To mark up a slide:

- Tap a pen button in the projection toolbar and begin writing.

To capture all the board contents, which may include writing on the board, the projected slide, and projection mark-ups:

- Walk-and-Talk models: Press the Save button on the remote control.
- TS and LT models: Tap the Snapshot or Snapshot/Erase All icon on the whiteboard icon strip.
- Tap the Snapshot button in the projection toolbar.

To capture only the projected image and projection mark-ups:

- Tap the Screen Snapshot button in the projection toolbar.

## PRINTING IN PROJECTION MODE

In projection mode, you can print a copy of the board and projected image using a printer connected to your computer.

To print a copy of the board:

- Walk-and-Talk models: Press the Print button on the remote control. (Prints to the default printer.)
- TS and LT models: Tap the Print icon on the whiteboard icon strip. (Prints to the default printer.)
- Tap the Print button in the projection toolbar. (Prints to the default printer.)
- Choose “Print” from the Webster File menu. (Opens the Print dialog, where you can change printers.)